|  |  |  |
| --- | --- | --- |
| [Date] |  | Employee Status Change |
|  |  |  |

# Employee Profile

Employee Name

[Employee Name]

Registration #

[Reg #]

Email/Phone

[Email/Phone]

Employee ID

[ID]

| Employee Name |  | STATUS CHANGE | |
| --- | --- | --- | --- |
| Social Security # |  | New hire | YES/NO |
| Date Effective |  | Rehire | YES/NO |
| Department |  | Temporary | [DATES] |
| Job Title |  | Permanent | [DATES] |
|  |  |  |  |

# Status Summary

|  |
| --- |
| [Start text here.] |

# Changes Details

| Category | Old Information | New Information |
| --- | --- | --- |
| Transfer | [Dept. Name] | [Dept. Name] |
| Promotion/Demotion | Designation | Designation |
| Location | [Location] | [Location] |
| Salary | [Salary $] | [Salary $] |
| Other |  |  |
| Other |  |  |
| Other |  |  |

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